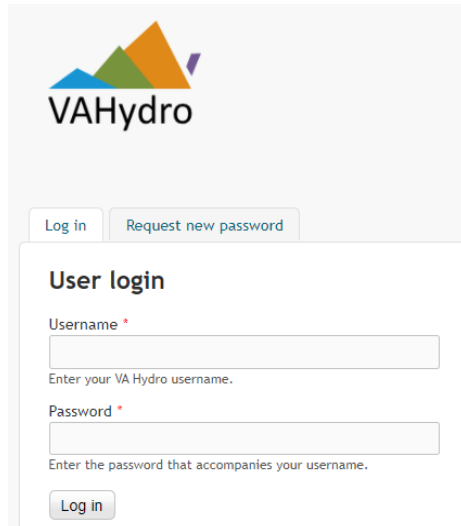


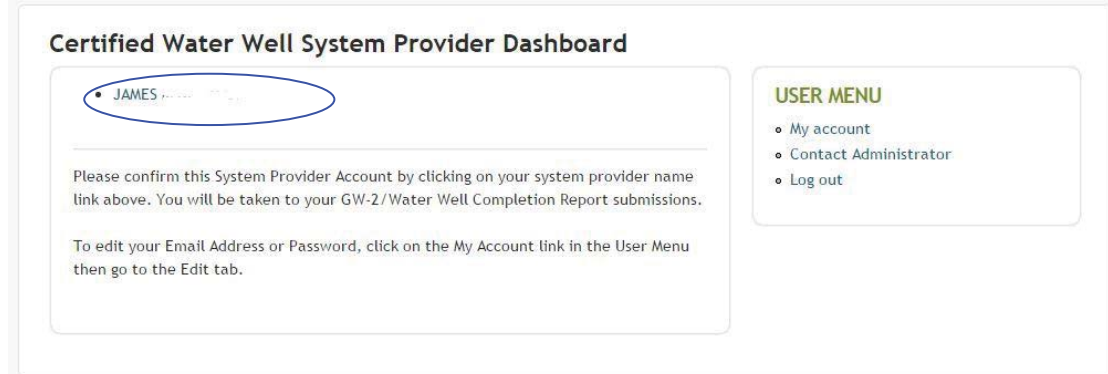
## Logging In to VA Hydro:

1. Open web browser and navigate to: <https://deq1.bse.vt.edu/d.dh/>.
2. Enter Username and Password at the User Login screen and click “Log in”.



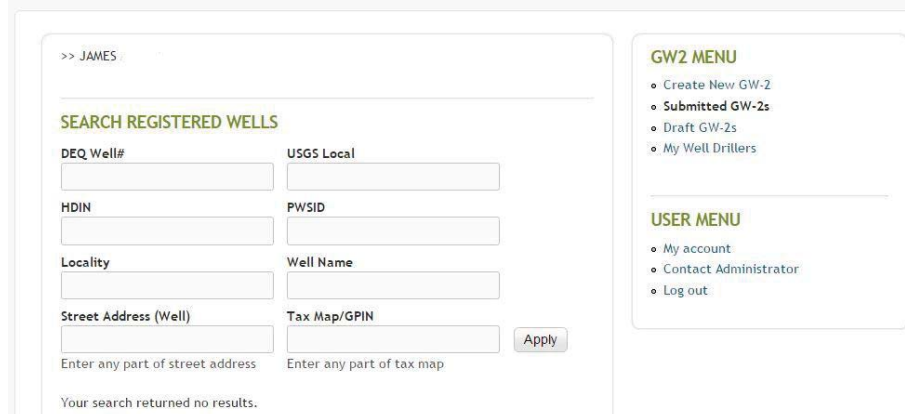
The image shows the VA Hydro login interface. At the top is the VA Hydro logo, which consists of three stylized mountain peaks in blue, green, and orange, followed by the text "VAHydro". Below the logo are two buttons: "Log in" and "Request new password". The "Log in" button is selected. Under the "Log in" button is a section titled "User login". This section contains two input fields: "Username \*" and "Password \*". Below the "Username" field is a hint: "Enter your VA Hydro username." Below the "Password" field is a hint: "Enter the password that accompanies your username." At the bottom of the "User login" section is a "Log in" button.

3. Once logged in, you will confirm your account by clicking on the Certified Water Well System Provider link.



The image shows the "Certified Water Well System Provider Dashboard". At the top is the title "Certified Water Well System Provider Dashboard". Below the title is a section with a user profile for "JAMES" (with a blue oval around the name). Below the profile is a message: "Please confirm this System Provider Account by clicking on your system provider name link above. You will be taken to your GW-2/Water Well Completion Report submissions." Below this message is another message: "To edit your Email Address or Password, click on the My Account link in the User Menu then go to the Edit tab." On the right side of the dashboard is a "USER MENU" with three links: "My account", "Contact Administrator", and "Log out".

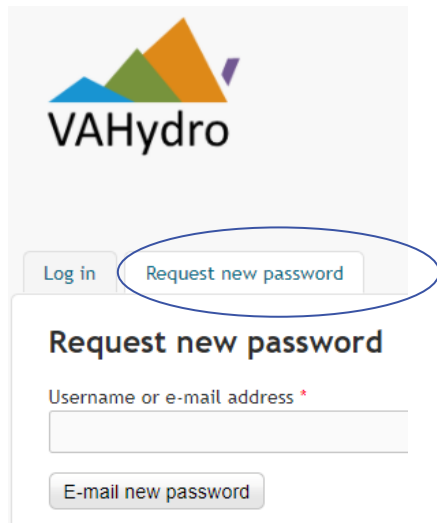
4. After clicking that link, you will be directed to the main VA Hydro GW-2 Dashboard.



The image shows the "Main VA Hydro GW-2 Dashboard". At the top is the title "Main VA Hydro GW-2 Dashboard". Below the title is a section with a user profile for "JAMES" (with a blue oval around the name). Below the profile is a "SEARCH REGISTERED WELLS" section. This section contains four input fields: "DEQ Well#", "USGS Local", "HDIN", and "PWSID". Below these fields are two more input fields: "Locality" and "Well Name". Below these fields are two more input fields: "Street Address (Well)" and "Tax Map/GPIN". Below the "Street Address (Well)" field is a hint: "Enter any part of street address". Below the "Tax Map/GPIN" field is a hint: "Enter any part of tax map". At the bottom of the search section is an "Apply" button. Below the search section is a message: "Your search returned no results." On the right side of the dashboard is a "GW2 MENU" with four links: "Create New GW-2", "Submitted GW-2s", "Draft GW-2s", and "My Well Drillers". Below the "GW2 MENU" is a "USER MENU" with three links: "My account", "Contact Administrator", and "Log out".

## Requesting a New Password

1. If you have forgotten your password, click the “Request New Password” tab at the User Login screen.

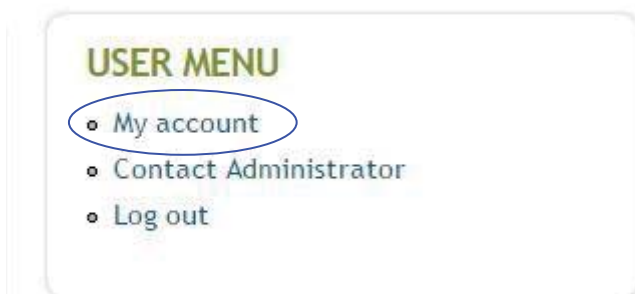


The screenshot shows the VAHydro login interface. At the top is the VAHydro logo, which consists of three stylized mountain peaks in blue, green, and orange, with the text 'VAHydro' below them. Below the logo are two buttons: 'Log in' and 'Request new password'. The 'Request new password' button is circled in blue. Below these buttons is a section titled 'Request new password'. Inside this section, there is a label 'Username or e-mail address \*' followed by a text input field. Below the input field is a button labeled 'E-mail new password'.

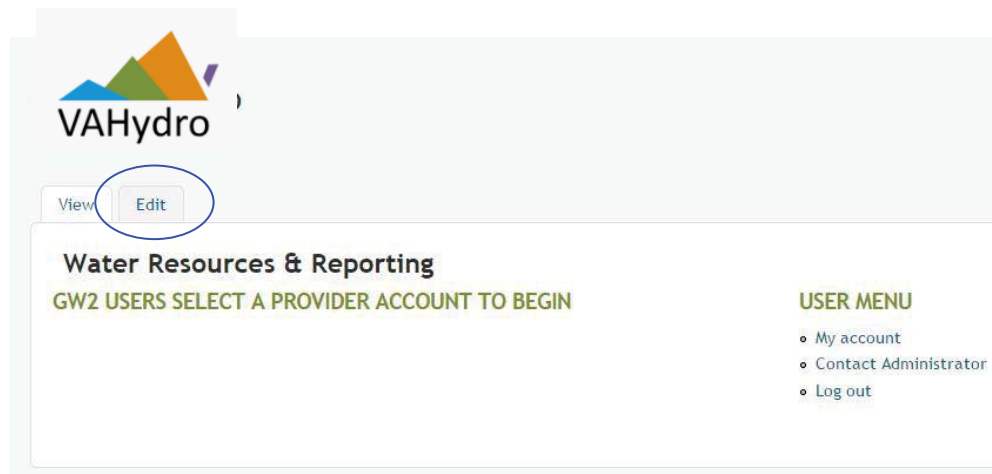
2. Enter Username or valid Email Address at the Request New Password screen.\*\*
3. Click “E-mail new password”.
4. A link will be sent to your E-mail Address to reset your password.

## Editing Account Information:

1. Once logged in, click on the “My Account” link in the User Menu.



2. Click on the “Edit” tab at the top of the page.



3. To change the e-mail address, enter the correct e-mail address in the “E-mail address” field.\*\*

**\*\* An e-mail address can only be used once in VA Hydro. If a company has multiple system providers with accounts, you will need to use unique e-mail addresses for each**

4. To change the account password, enter the password that was used to login in the “Current Password” field.

5. Enter the password of choice in the “Password” and “Confirm Password” fields, which must abide by the password requirements.

 This screenshot shows the 'Edit' user profile form. At the top are 'View' and 'Edit' buttons. The form is for user 'gw2\_140'. It contains several sections:
 

- Current password:** A text input field with a placeholder text: 'Enter your current password to change the E-mail address or Password. Request new password.'
- E-mail address:** A text input field containing 'gw2-sys-140@null.email'. Below it is a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Password Requirements:** A list of five requirements:
  - Password must contain at least one digit.
  - Password must not contain the username.
  - Password must contain at least one lowercase character.
  - Password must contain at least one uppercase character.
  - Password must be at least 8 characters in length.
- Password:** A text input field.
- Confirm password:** A text input field.
- To change the current user password, enter the new password in both fields.**
- Picture:** A section with a 'Picture' button and an 'Upload picture' area. The upload area has a 'Choose File' button and the text 'No file chosen'. Below it is a note: 'Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.'
- Locale settings:** A section with a 'Locale settings' button and a 'Time zone' dropdown menu. The dropdown is set to 'America/New York: Friday, March 25, 2016 - 10:45 -0400'. Below it is a note: 'Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.'
- Save:** A button at the bottom of the form.

6. Click the “Save” button to update the account information.

## Submitting a new GW-2 Report

1. From the main GW-2 Search Dashboard, click on the “Create New GW-2” link in the GW2 Menu.

>> JAMES

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
<input type="text"/>	<input type="text"/>
HDIN	PWSID
<input type="text"/>	<input type="text"/>
Locality	Well Name
<input type="text"/>	<input type="text"/>
Street Address (Well)	Tax Map/GPIN
<input type="text"/>	<input type="text"/>

Enter any part of street address      Enter any part of tax map     

Your search returned no results.

### GW2 MENU

- Create New GW-2
- **Submitted GW-2s**
- Draft GW-2s
- My Well Drillers

### USER MENU

- My account
- Contact Administrator
- Log out

2. If you have not submitted a GW-2 on VAHydro before or need to add a new driller, fill out the “Add A New Driller and Start GW-2” form and click Submit.\*\*

***\*\*Please enter the Drilling Company/Contractor, not the individual that drilled the well***

### SELECT A PREVIOUSLY SAVED DRILLER

You currently have no Drillers saved to the database.

### ADD A NEW DRILLER AND START GW-2

Driller Name \*

Please enter the name of the drilling company or first name of driller, if an individual.

Driller Last Name

Driller Street Address

Driller City

Driller State

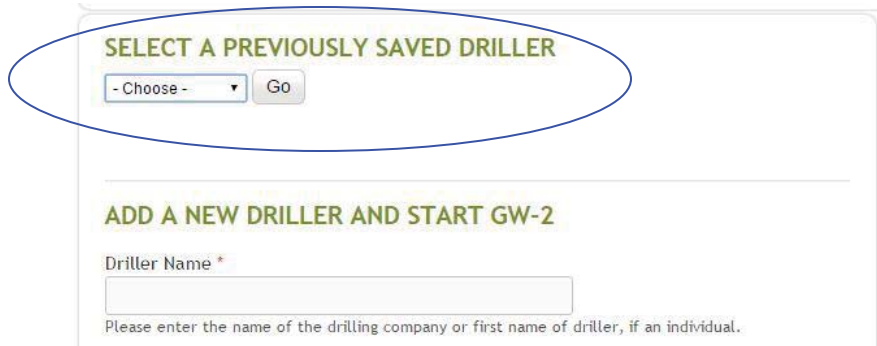
Virginia ▼

Driller Zip Code

Driller Phone

[Printer-friendly version](#)

3. If you have already added a Driller, select the previously saved Driller from the drop-down menu and click Go.



**SELECT A PREVIOUSLY SAVED DRILLER**

- Choose -

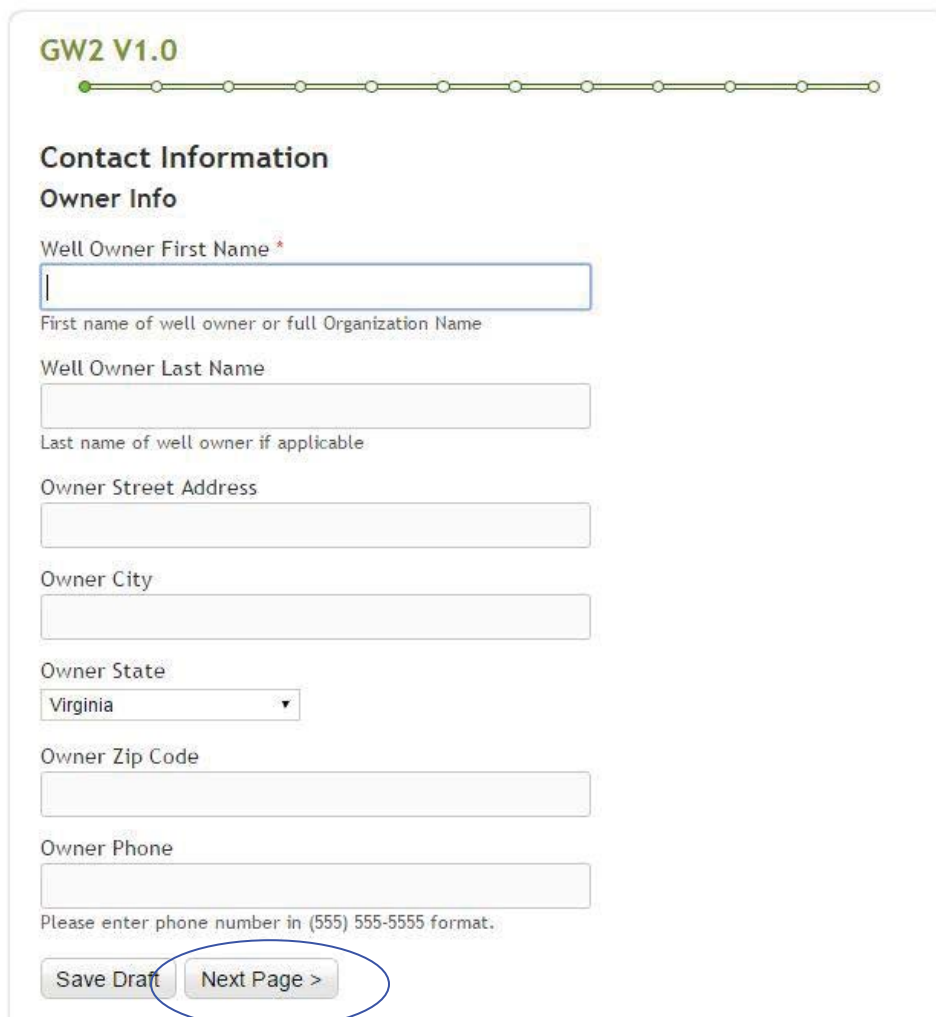
---

**ADD A NEW DRILLER AND START GW-2**

Driller Name \*

Please enter the name of the drilling company or first name of driller, if an individual.

4. After entering or selecting a driller, you will start the main GW-2 form. The online version is based on the sections from the paper form (i.e. Contact Information, Well Location, Construction Info, etc.). You will click the “Next Page” button at the bottom of each page to go to the next page of the form. The green bar at the top of the page tracks the progress through the form.



**GW2 V1.0**

Progress bar: 12 steps, 1st step active

**Contact Information**

**Owner Info**

Well Owner First Name \*

First name of well owner or full Organization Name

Well Owner Last Name

Last name of well owner if applicable

Owner Street Address

Owner City

Owner State

Virginia

Owner Zip Code

Owner Phone

Please enter phone number in (555) 555-5555 format.

5. To return to a previous page of the form, click the “Previous Page” button at the bottom of the page. Your previously entered information will be saved. Do not use the Back button on your web browser.

**GW2 V1.0**

DEQ Well Number  
  
Please enter the DEQ Well Number in this format: XXX-XXXXX

USGS Local Number

VDH HDIN Number  
  
Please enter the VDH HDIN number in this format: XXX-XX-XXXX

VDH PWSID Number

6. To save a draft of your form, click the “Save Draft” button at the bottom of the page. This will save all of the information that you have entered on the form. You can exit the web browser and come back to finalize your GW-2 submission at any time. (See “Accessing Saved Drafts”)

✓ Submission saved. You may return to this form later and it will restore the current values.

**GW2 V1.0**

**Disinfection Information**

Well Disinfected  
Yes ▾

Disinfection Date  
2016 ▾ Mar ▾ 9 ▾

7. Once you complete all relevant sections of the online form, click the “Submit” button at the Form Certification section.

**GW2 V1.0**

**Form Certification**

Certification \*

☒ Yes

☐ No

I certify that the information contained herein is true and correct and that this well and/or system has been installed and constructed in accordance with the applicable permit and further that the well complies with all applicable federal, state, and local regulations, ordinances and laws.

Certification Date \*

2016 Mar 25

License Number

Upload GW-2 Form

No file chosen

Upload a scanned copy of your completed GW-2 if desired.  
Files must be less than 20 MB.  
Allowed file types: gif jpg png txt rtf pdf doc docx

## Accessing Saved Drafts

1. From the main GW-2 Search Dashboard, click the “Draft GW-2s” link in the GW2 Menu.

>> JAMES

**SEARCH REGISTERED WELLS**

DEQ Well#	USGS Local
HDIN	PWSID
Locality	Well Name
Street Address (Well)	Tax Map/GPIN

Enter any part of street address Enter any part of tax map

Your search returned no results.

**GW2 MENU**

- Create New GW-2
- Submitted GW-2s
- **Draft GW-2s**
- My Well Drafts

**USER MENU**

- My account
- Contact Administrator
- Log out

2. Navigate to the Draft that is to be continued and click the “Update” link. Click the “Delete” link to delete this draft from the database.

### DRAFT GW-2 REPORTS

Well Name	Well Owner Last, First	Owner City	DEQ # / HDIN / PWSID	Draft Saved	Delete Draft
IRRIGATION WELL #1	Jake	Williamsburg	Williamsburg	Monday, March 28, 2016 - 14:20	<div>Update</div> <div>Delete</div>

### GW2 MENU

- Create New GW-2
- Submitted GW-2s
- Draft GW-2s
- My Well Drillers

### USER MENU

- My account
- Contact Administrator
- Log out

- The Draft will start with the first section of the GW-2. Navigate to the desired GW-2 section with the “Next Page” and “Previous Page” buttons.
- Continue entering GW-2 data and click the “Next Page” button to pass through each section.

View Edit Delete

GW2 v1.0  
**Submission #1310**  
Print

Facility & Use

Type of Facility (check one) \*  
☐ Waterworks  
☐ Observation/Monitoring Well  
☒ Private Well

Type of Use (Select all that apply) \*  
☒ Drinking/Domestic Use  
☐ Food Processing  
☐ Cooling/Heating  
☐ Agricultural  
☐ Manufacturing  
☐ Injection  
☐ Irrigation  
☐ Fire Safety  
☐ Geothermal

Save Draft

< Previous Page

Next Page >

### GW2 MENU

- Create New GW-2
- Submitted GW-2s
- Draft GW-2s
- My Well Drillers

### USER MENU

- My account
- Contact Administrator
- Log out

- Once you complete all relevant sections of the online form, click the “Submit” button at the Form Certification section.



**GW2 V1.0**

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### Form Certification

Certification \*

☒ Yes

☐ No

I certify that the information contained herein is true and correct and that this well and/or system has been installed and constructed in accordance with the applicable permit and further that the well complies with all applicable federal, state, and local regulations, ordinances and laws.

Certification Date \*

2016 ▾ Mar ▾ 25 ▾

License Number

Upload GW-2 Form

No file chosen

Upload a scanned copy of your completed GW-2 if desired.  
Files must be less than 20 MB.  
Allowed file types: gif jpg png txt rtf pdf doc docx.

## Print a Submitted GW-2 Form or Save as PDF

1. Navigate to the main GW-2 Dashboard by clicking on the “Submitted GW-2s” link.

>> JAMES

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
<input type="text"/>	<input type="text"/>
HDIN	PWSID
<input type="text"/>	<input type="text"/>
Locality	Well Name
<input type="text"/>	<input type="text"/>
Street Address (Well)	Tax Map/GPIN
<input type="text"/>	<input type="text"/>
Enter any part of street address	Enter any part of tax map

Your search returned no results.

### GW2 MENU

- Create New GW-2
- **Submitted GW-2s**
- Draft GW-2s
- My Well Drillers

### USER MENU

- My account
- Contact Administrator
- Log out

2. If necessary, use the “Search Registered Wells” section to narrow down the well records.

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
<input type="text"/>	<input type="text"/>
HDIN	PWSID
<input type="text"/>	<input type="text"/>
Locality	Well Name
<input type="text"/>	<input type="text"/>
Street Address (Well)	Tax Map/GPIN
<input type="text"/>	<input type="text"/>
<small>Enter any part of street address</small>	<small>Enter any part of tax map</small>

Apply

Date Entered	Construction Date	Well Name	Owner	DEQ Well # / HDIN / PWSID / USGS #	Locality
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3. After finding the desired well record, click the “View GW-2” link in the GW-2 table.

Date Entered	Construction Date	Well Name	Owner	DEQ Well # / HDIN / PWSID / USGS #	Locality	GW-2 Form	Abandoned Date
2016-03-28	2016-01-13	WELL #1			James City	<a href="#">View GW-2</a>	Abandon Well

4. This will open a new tab with the “Uniform Water Well Completion Report” page.

5. If you would like to print the document, select the correct printer and click “Print”.

Print

Total: 2 sheets of paper (1 page)

Print

Cancel

Destination

Kyocera TASKalfa 4500i ...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

+

-

Layout

Portrait

Options

☐ Simplify page

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

### Uniform Water Well Completion Report

---

#### Well Contact Information

Contact	Name	Address	Phone
Owner			
Driller			
System Provider			

---

#### Well Identification

DEQ Well Number:		USGS Local Number:	
VDH HDIN Number:		VDH PWSID Number:	
Well Designation or Number:	WELL #1		

---

#### Well Location

Physical Address:	County/City:		
Subdivision Name:	Section:	Block:	Lot: 17
Tax Map/GPIN #:	Well Designation or Number: WELL #1		
Latitude: N	Longitude: W		
Lat/Long Designation:	Horizontal Datum Source:	Vertical Datum Source:	Lat/Long Source:
Location Information Collected By:	Physical Location Description:		

---

#### Facility and Use Information

Type of Facility: Private Well	Type of Use: Irrigation
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#### Well Construction Information

Date Started: 2016-01-12	Date Completed: 2016-01-13	Construction Type:	
Type of Rig:	Class Well: IV	Depth to Bedrock (ft):	
Well Depth (ft): 220	Borehole Depth (ft):	Date Conducted:	
Type of Seal: Well Cap	Camera Survey:	Estimated Yield (gpm):	
Height of Casing (ft): 1.5	Total Depth of Casing (ft): 210		

6. If you would like to save the document as a PDF, click on the “Change” button under Destination and select “Save as PDF” from the available options.

Print

Total: 3 pages

Save

Cancel

Destination

Save as PDF

Change...

Pages

All

e.g. 1-5, 8, 11-13

Layout

Portrait

Paper size

Letter

Margins

Default

Options

☐ Simplify page

☐ Headers and footers

☐ Background graphics

### Uniform Water Well Completion Report

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#### Well Contact Information

Contact	Name	Address	Phone
Owner			
Driller			
System Provider			

---

#### Well Identification

DEQ Well Number:		USGS Local Number:	
VDH HDIN Number:		VDH PWSID Number:	
Well Designation or Number:	WELL #1		

---

#### Well Location

Physical Address:	County/City:		
Subdivision Name:	Section:	Block:	Lot: 17
Tax Map/GPIN #:	Well Designation or Number: WELL #1		
Latitude: N	Longitude: W		
Lat/Long Designation:	Horizontal Datum Source:	Vertical Datum Source:	Lat/Long Source:
Location Information Collected By:	Physical Location Description:		

---

#### Facility and Use Information

Type of Facility: Private Well	Type of Use: Irrigation
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